

Office of State Budget and Management  
Establish New, Receipt-Supported Positions  
(G.S. 143-34.1)

Agency: Dept. of Crime Control and Public Safety  
Division: Emergency Management

Budget Code: 4900  
Center Title: Homeland Security Supplemental Funds – 2003 – Part II  
Center Number: 1510-519-2-03

\*\*\* Position Information \*\*\*

Proposed Classification: Information Processing Assistant I      Proposed Salary Grade: 59  
Salary Range: \$20,576 - \$30,839      Proposed Effective Date: 09 /01 /03  
Number of Positions:      1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 84,000.00 (2years)
Receipts	<u>36,840,000.00</u>	<u>84,000.00 (2 years)</u>
Appropriation	\$ -0-	\$ -0-

Funding Source(s): Homeland Security Supplemental Funds – 2003 – Part II

Justification for Position (including description of duties and responsibilities)

This new position will focus on the documentation of the statewide “chemical, biological, radiological, nuclear, and explosive” (CBRNE) emergency management training program which is a requirement for receipt of federal funding under the overall US DHS terrorism consequence program. Provide local governments, and State and Federal officials, with detailed information concerning the status of all emergency management training activities within their jurisdiction; especially that training in support of terrorism consequence activities.....as part of an effort to increase local capability to respond to the consequences of terrorist activities across the state. Will be deeply involved with the training portion of the DHS grants to assist local governments (and the State) to implement an in-depth WMD preparedness program. Funding is provided by the US DHS Grant Program. This position is critical to the preparedness capability of the state since the detailed documentation of all CBRNE training is a requirement under the US DHS Grant Program.

The major role of this position is to provide for the systematic documentation of all training activities conducted by the Support Services Branch. Assigned individual will utilize several separate information management systems to manage the agency’s training records including: FEMA’s “Training Management System (TMS), CC&PS’s “Enterprise Training Management System” (ETMS), and US

DHS's system, to be identified. In addition to entering data documenting training program conduct, cost, and attendance this individual will also provide for the immediate/timely retrieval of all training information, the compilation of statistical information, and the producing of documents, training transcripts, and reports within the capabilities of the various information management systems. This position will also maintain all "hard copy" training documentation (as appropriate) and provide other administrative support as needed (to include typing, answering the phone, taking and relaying messages, etc.).


Statutory Reference for Request

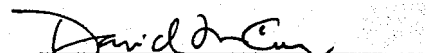
Kenneth B. Taylor

Presentation to be made by

Director

Title

  
Agency Head Signature

  
State Budget Officer Signature

OK  
BKH